

Hungkuang University's Faculty Leave Regulations

11000-041

Amended and passed at the University Affairs Meeting on June 17, 2025
(See detailed amendment history at the end of the document)

- Article 1 Hungkuang University (hereinafter referred to as “the University”) has formulated the Faculty Leave Regulations (hereinafter referred to as “the Regulations”) to manage faculty leave in accordance with the Teacher Leave Regulations of the Ministry of Education and other relevant regulations of the University.
- Article 2 The Regulations apply to all faculty of the University. However, individuals covered by the Labor Standards Act shall follow the provisions of the Act as a priority.
- Article 3 The period of leave calculation for the academic year is from August 1 of the current year to July 31 of the following year. Attendance for faculty shall be managed in accordance with the University's Regulations Governing Services of Full-Time Faculty, Regulations Governing Services of Project Lecturers, or Staff Attendance Management Directions.
- Article 4 1. Faculty leave shall be governed by the following provisions:
- (1) Personal Leave: Faculty may apply for personal leave for matters requiring their direct attention, with a total of 14 days granted per academic year. Personal leave can only be taken after compensatory time off or annual leave has been exhausted. In cases where family members require care on account of vaccinations, serious illness, or other significant incidents, faculty may apply for family care leave, which is granted for up to 7 days per academic year. Family care leave is counted as part of the total personal leave.
 - (2) Sick Leave: A total of 30 days of sick leave are granted per academic year.

- a. Faculty may apply for sick leave if they require treatment or rest because of illness. A doctor's certificate must be provided for sick leave exceeding 3 days. If the sick leave exceeds the allowed number of days, it will be deducted from Personal Leave or Annual Leave.
 - b. Extended Sick Leave: If a faculty member is diagnosed with a severe illness that cannot be cured in a short period or if rest is required during pregnancy according to a physician's assessment, an application for extended sick leave can be submitted with a certificate from a regional hospital or higher medical authority. Extended sick leave can only be granted after all sick leave, personal leave, and annual leave have been used. Approval must be obtained from the University President through a special request. The leave period begins from the first day of the request and is calculated continuously (including weekends and holidays), with a lifetime maximum leave period of 1 year.
 - c. If the individual remains unable to return to work because of health reasons after the extended sick leave period, they may apply for leave of absence without pay in semester-long increment in accordance with the University's Regulations Governing Faculty Leaves of Absence Without Pay.
 - d. Faculty members applying for extended sick leave will not receive a promotion in pay scale during the academic year. Year-end bonuses will be calculated proportionally on the basis of the actual number of service days during the year.
 - e. During extended sick leave or leave of absence without pay, individuals are prohibited from taking any paid full-time or part-time employment or applying for immigration. Violation may result in suspension, dismissal, or nonrenewal of employment.
- (3) Menstrual Leave: Faculty who experience difficulty working because of menstruation may apply for 1 day of menstrual leave per

month. If the total number of menstrual leave days in an academic year does not exceed 3, it will not be counted as part of sick leave. However, if it exceeds 3 days, the additional days will be counted as sick leave.

(4) Marriage Leave:

Employees are entitled to 14 days of marriage leave upon their marriage. This leave must be taken within a 3-month period beginning from 10 days before the marriage registration date.

However, with school approval, the leave may be taken within 1 year under special circumstances.

(5) Maternity Leave:

a. Pregnant employees are entitled to 8 days of prenatal leave, which may be taken in installments but must be used before childbirth. After childbirth, they are entitled to 42 days of postnatal leave. In cases of miscarriage after 5 months of pregnancy, 42 days of Miscarriage Leave is granted. For miscarriages between 3 and 5 months, 21 days of leave is granted. For miscarriages before 3 months, 14 days of leave is granted.

b. Postnatal and Miscarriage Leave must be taken in one continuous period (excluding weekends and holidays) and cannot be deducted from winter or summer vacation days.

c. If all prenatal leave has been used, employees may request to take part of their postnatal leave before childbirth if necessary, with a maximum of 21 days of leave being allowed. This leave may be taken in installments but requires a physician's certificate.

d. In cases of miscarriage, any previously taken postnatal leave will be deducted from the Miscarriage Leave.

(6) Pregnancy Checkup Accompaniment and Paternity Leave:

Employees are entitled to 7 days of leave to accompany their spouse for prenatal checkups, childbirth, or miscarriage after 5 months of

pregnancy. This leave can be taken in installments and must be used within 15 days (including weekends and holidays) before or after the childbirth or miscarriage.

(7) Bereavement Leave: Bereavement leave, including travel for the funeral and burial, may be taken in installments and is calculated by day. It must be used within 100 days from the date of a family member's passing.

a. In the event of the death of a parent, an adoptive parent, or the spouse, 15 days of bereavement leave are granted.

b. In the event of the death of a stepparent, parent-in-law, or child, 10 days of bereavement leave are granted.

c. In the event of the death of a great-grandparent, grandparent, grandparent-in-law, stepparent-in-law, or sibling, 5 days of bereavement leave are granted.

(8) Donation Leave: For bone marrow or organ donation, leave will be granted on the basis of actual needs, as certified by a hospital.

(9) Parental Leave: Parental leave will be managed in accordance with the University's Regulations Governing Faculty Leaves of Absence Without Pay.

(10) Leave for Indigenous Holidays: Indigenous faculty may apply for leave on the Indigenous ceremonial holidays announced by the Council of Indigenous Peoples in accordance with the Implementation Regulations for Commemorative Days and Holidays. Applications must include documentation proving one's Indigenous status through household registration records.

2. Leave for part-time faculty will be handled in accordance with the Regulations Governing the Appointment of Part-time Faculty in Higher Education Institutions. Any matters not addressed in these regulations will follow the current Regulations of the University and other relevant laws.

3. Leaves of absence for Clinical Instructors in the College of Nursing shall be handled in accordance with the "Hungkuang University College of Nursing Regulations on the Appointment and Management of Clinical Instructors."
4. For individuals covered by the Labor Standards Act, leave will be handled in accordance with the act. Detailed leave categories and regulations are outlined in the Overview of the University's Faculty Leave Regulations.

- Article 5
1. Faculty members are granted leave for official affairs under any of the following circumstances, with the number of days determined on the basis of actual needs:
 - (1) Approved business travel necessary for official duties.
 - (2) Approved participation in various activities on behalf of the University without receiving allowances.
 - (3) Approved participation in training programs/internships or conferences while receiving allowances.
 - (4) Off-campus visits for student internships.
 - (5) Participation in project-related activities.
 2. Academic units should apply for leave for official affairs on the basis of the current year's travel budget. If this budget is exhausted, only official leave shall be granted.

- Article 6
- Faculty members are granted official leave under any of the following circumstances, with the number of days determined on the basis of actual needs:
1. Participation through official appointment in meetings convened by the government.
 2. Participation through official appointment in inspection teams or international conferences.

3. Attendance for mandatory military service as required by law.
4. Participation in government-organized elections or voting as required by law.
5. Attendance at job-related examinations, with the supervisor's approval.
6. Participation in job-related meetings or activities, either domestically or internationally, upon invitation from relevant organizations or institutions, or attendance to fulfill a legal obligation such as testifying or defending a case, with the supervisor's approval.
7. Mandatory quarantine due to a legally recognized infectious disease, as determined by health authorities. This does not apply to illnesses attributable to the individual.
8. Injuries sustained while performing duties or commuting to and from work. Upon presentation of a certificate from a regional hospital or higher medical authority, leave will be granted for the entire duration of the treatment, with the maximum leave period being 2 years (including weekends and holidays). During this period, occupational sick leave with full pay will be granted, excluding job-related allowances and bonuses. If the individual is still unable to return to work or perform other duties after this period, they may apply for a leave of absence without pay in accordance with the University's regulations or pursue retirement or severance as per legal regulations.
9. Full-time study, either domestically or internationally, with the University's approval or part-time study during office hours outside of teaching responsibilities.
10. Participation in professional or technical training or research at industries related to the University's industrial cooperation programs or the individual's teaching field, with approval from the relevant committees.

Article 7 Excluding those who also hold administrative positions, faculty members

are not entitled to annual leave.

- Article 8
1. Staff vacation days are calculated on the basis of the academic year as follows:
 - (1) Annual leave days are calculated according to years of service:
 - a. After 1 continuous year of service, 7 days of annual leave are granted.
 - b. After 3 continuous years of service, 14 days of annual leave are granted.
 - c. After 5 continuous years of service, 1 additional day of annual leave is granted for each year, up to a maximum of 30 days.
 - d. For faculty members who are newly employed and have not completed 1 year of service, 1 day of annual leave is granted after the sixth month, and 1 additional day is granted for every 2 months of service thereafter.
 - (2) Individuals covered by the Labor Standards Act may take annual leave in accordance with the provisions of this act.
 - (3) For individuals who resign and are rehired by the University, annual leave days will be recalculated starting from the date of re-employment.
 - (4) For contract employees who are converted to permanent staff, annual leave days will be calculated from the date of the initial contract employment at the University.
 - (5) For staff on a leave of absence without pay, annual leave is not accrued during the unpaid period.
 2. If staff members resign during the academic year, their annual leave days will be prorated on the basis of the actual number of months worked during the year.
 3. The calculation of paid leave days for Clinical Instructors shall be processed in accordance with the "Hungkuang University of Science and

Technology College of Nursing Regulations on the Appointment and Management of Clinical Instructors."

Article 9 When two or more faculty members from the same unit are eligible for leave at the same time, the order of leave is determined on the basis of factors such as seniority, performance evaluations, or the nature of their duties, allowing for a rotation system.

Article 10 To ensure the continuity of teaching and administrative operations, faculty members should take leave during winter vacation, summer vacation, or official school holidays, unless they are traveling abroad on official business. If leave is required during the semester, only the Clinical Instructors may follow the standard leave management system procedure, all other personnel must first have their leave request approved by the University President.

Article 11 The leave application process for faculty is as follows:

1. Fill out the "Leave Application Form" in the Leave Management System, arrange for a substitute to cover duties, and obtain approval from the supervisor.
2. Leave requests must be submitted in advance for approval. However, sick leave, maternity leave, paternity leave, bereavement leave, family care leave, and occupational sick leave can be applied for up to 7 days after returning to work.
3. Leave approval process:
 - (1) Leave requests are decided by the unit supervisor, but requests from first-level supervisors require approval from the Vice President and President.
 - (2) Leave requests from faculty members with concurrent administrative duties must be approved by both their academic and administrative supervisors. In case of disagreement between

the two supervisors, the decision of the administrative supervisor takes precedence.

4. For overseas official business travel, time for transportation is factored into the leave duration. For conferences held in Asia, 1 day before and 1 day after the event are typically granted. For conferences held outside of Asia, 2 days before and after the event are typically granted.

Article 12 Leave requests are measured in hours, with a total of 8 hours counted as 1 day.

Article 13 Leave should not disrupt normal business operations. If urgent work arises during a faculty member's leave, they may be notified to cancel their leave while retaining their leave rights. Individuals covered by the Labor Standards Act may negotiate adjustments.

Article 14 During training/internship or research periods, faculty members should register for paid leave, ensuring that such leave does not reduce their teaching hours or disrupt course schedules. Such leave should ideally be taken during winter or summer breaks.

Article 15

1. During a faculty member's leave, responsibilities related to missed classes and mentor duties will be managed in accordance with the relevant regulations of the Office of Academic Affairs and the Office of Student Affairs. Faculty members with administrative duties must arrange for their substitutes during their leave.
2. Compensation for substitutes during their tenure will be calculated in accordance with the University's Substitute Implementation Directions.

Article 16

1. Faculty members who leave their duties without proper leave approval, fail to return from leave after the designated period, miss classes or

meetings without valid reasons, or provide false or misleading information when applying for leave will be considered to have engaged in absenteeism upon verification by the University.

2. For absenteeism, the individual's pay will be deducted on the basis of the number of absent days, and further actions will be taken in accordance with University regulations.
3. If the period of absenteeism totals more than 3 days in an academic year, the following actions will be taken:
 - (1) Faculty: A 20% deduction will be applied to the counseling and service score in the faculty evaluation results.
 - (2) Staff: Performance evaluations will be rated as Grade C in accordance with the University's Staff Performance Evaluation Regulations.
4. The related disciplinary actions will be reported by the Personnel Office and submitted to the Faculty Evaluation Committee or Staff Evaluation Committee for review.

Article 17 The President is not subject to the provisions of the Regulations; their leave rules are determined by the Board of Directors.

Article 18 Any matters not covered in the Regulations will be handled in accordance with relevant laws and regulations.

Article 19 The Regulations and any amendments to them will be implemented after their approval at the Executive Meeting and University Affairs Meeting and their subsequent ratification and announcement by the President.

Amendment History:

Formulated in August 1989

Amended and passed at the University Affairs Meeting in August 1994

Amended and passed at the Executive Meeting in January 1998

Amended and passed at the University Affairs Meeting in February 1998

Amended and passed at the Executive Meeting in October 1999

Amended and passed at the University Affairs Meeting in October 1999

Amended and passed at the Executive Meeting in February 2000
Amended and passed at the University Affairs Meeting in June 2000
Amended and passed at the Executive Meeting in September 2000
Amended and passed at the University Affairs Meeting in November 2000
Amended and passed at the Executive Meeting in December 2000
Amended and passed at the University Affairs Meeting in February 2001
Amended and passed at the Executive Meeting in December 2002
Amended and passed at the University Affairs Meeting in October 2002
Amended and passed at the Executive Meeting on January 7, 2003
Amended and passed at the University Affairs Meeting on January 7, 2003
Amended and passed at the Executive Meeting on October 12, 2004
Amended and passed at the University Affairs Meeting on October 13, 2004
Amended and passed at the Executive Meeting on November 9, 2004
Amended and passed at the University Affairs Meeting on November 9, 2004
Amended and passed at the Executive Meeting on April 12, 2005
Amended and passed at the University Affairs Meeting on April 12, 2005
Amended and passed at the Executive Meeting on May 23, 2006
Amended and passed at the Executive Meeting on June 20, 2006
Amended and passed at the University Affairs Meeting on June 20, 2006
Amended and passed at the Executive Meeting on November 13, 2007
Amended and passed at the University Affairs Meeting on December 25, 2007
Amended and passed at the Executive Meeting on February 19, 2008
Amended and passed at the University Affairs Meeting on March 25, 2008
Amended and passed at the Executive Meeting on October 21, 2008
Amended and passed at the University Affairs Meeting on October 28, 2008
Amended and passed at the Executive Meeting on November 17, 2009
Amended and passed at the University Affairs Meeting on November 17, 2009
Amended and passed at the Executive Meeting on November 15, 2011
Amended and passed at the University Affairs Meeting on December 20, 2011
Amended and passed at the Executive Meeting on June 18, 2013
Amended and passed at the University Affairs Meeting on June 25, 2013
Amended and passed at the Executive Meeting on December 16, 2014
Amended and passed at the University Affairs Meeting on December 30, 2014
Amended and passed at the Executive Meeting on April 14, 2015
Amended and passed at the University Affairs Meeting on April 28, 2015
Amended and passed at the Executive Meeting on May 12, 2015
Amended and passed at the University Affairs Meeting on June 23, 2015
Amended and passed at the Executive Meeting on December 15, 2015
Amended and passed at the University Affairs Meeting on December 29, 2015
Amended and passed at the Executive Meeting on December 12, 2017
Amended and passed at the University Affairs Meeting on December 26, 2017
Amended and passed at the Executive Meeting on May 12, 2020
Amended and passed at the University Affairs Meeting on June 23, 2020
Amended and passed at the Executive Meeting on May 11, 2021
Amended and passed at the University Affairs Meeting on June 22, 2021
Amended and passed at the Executive Meeting on December 21, 2021
Amended and passed at the University Affairs Meeting on December 28, 2021
Amended and passed at the Executive Meeting on March 1, 2022
Amended and passed at the University Affairs Meeting on March 8, 2022
Amended and passed at the Executive Meeting on June 7, 2022
Amended and passed at the Executive Meeting on June 6, 2023
Amended and passed at the University Affairs Meeting on June 13, 2023
Amended and passed at the Executive Meeting on November 7, 2023
Amended and passed at the University Affairs Meeting on November 14, 2023
Amended and passed at the Executive Meeting on May 14, 2024
Amended and passed at the University Affairs Meeting on June 11, 2024
Amended and passed at the Executive Meeting on June 10, 2025